What is IMMS All About?

The Caltrans Division of Maintenance will implement the Integrated Maintenance Management System (IMMS) between July 2001 and March 2003. IMMS will replace the current systems: Maintenance Management System (MMS) and Maintenance Management System Improved (MMSI).

In 1990, following an independent review of the Maintenance Division's business processes, it was determined that the current systems were not adequate for the increasingly complex needs of the Maintenance Division. For example, field crews are required to manually enter extensive time/material/equipment reporting data (FA83 and HM85) on duplicate screens. In addition, short and long-term management information is not readily available and is often not timely or reliable. A computer application called Hansen V7.5 was selected as the core of IMMS because it can help mitigate these problems, is transportation specific, and easy to use.

Before IMMS can be implemented it must be tailored to meet the specific needs of the Maintenance Division. To this end, the IMMS Team has and will continue to do the following:

- Identify business needs and determine how IMMS can best accommodate them;
- Configure (or customize) IMMS to meet those needs;
- Review business issues such as special designations and production units;
- Load data into IMMS;
- Develop training and implementation materials to make the transition from MMS/MMSI to IMMS and the new way of doing business as easy as possible; and

- Utilize resources from Headquarters, Information Systems and Service Center (ISSC), Districts, Regions, and Contractors (Hansen Information Technologies and Deloitte Consulting) to work together towards a successful implementation.

IMMS Feature of the Month

Each edition of the IMMS Technical Bulletin will feature a description of a part of IMMS. In this issue, we will discuss Work Management. Below is a MMS - IMMS dictionary to help you understand some of the new IMMS terms.

MMS/MMSI	IMMS
Family Problem	Activity
Routine Maintenance	Scheduled Maintenance
HM85	Cost Record
FA83	Daily Hours
Physical Inventory	Asset Inventory

The fundamental component of Work Management is the work order. A work order is a record that identifies a maintenance or repair activity to be performed on an asset. The work order contains information about a specific asset that needs work and the type of maintenance the asset requires. It may also include information about when the work order was initiated, scheduled and completed, as well as the responsible Supervisor's employee identification, District and cost center numbers. For each work order, Supervisors can enter labor, vehicles, materials, and other costs. You can then generate daily labor hours summaries based on the labor cost information.
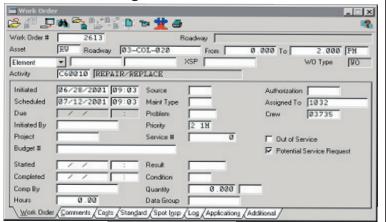
IMMS Feature of the Month Cont'd.

Below is a sample of a work order. Keep in mind that many of the fields are not required, so a Supervisor would not necessarily need to fill in all of the fields.

Figure 1: Work Order

Not only can Supervisors create individual work orders for a job, but they can also create group projects. A group project is a set of work orders created in bulk to record work about the same activity on a group of the same type of assets, such as relamping multiple street lights for an electrical crew, or cleaning multiple culverts for a road crew. In addition, work orders can be created using the Scheduled Maintenance forms. Scheduled maintenance work orders are created for regular preventive maintenance activities, such as electrical inspections, and can be initiated for a single asset or a group of assets.

Creating and using work orders will allow all IMMS users to access the most current cost information, thereby decreasing the need for Supervisors to generate and compile individual cost reports. In addition, job-cost information from these work orders will be available immediately after it is entered into IMMS. Work orders will allow Supervisors to begin planning and scheduling work on a more regular basis, and will standardize the process of recording work information by providing a form Supervisors and crewmembers can take with them into the field.

IMMS Implementation

Implementation began with District 3 on July 23, 2001. No more than two districts will be implemented at a time. Given the District-focused implementation approach, each District 's implementation will be conducted in three phases:

During the months leading up to each District 's implementation, referred to as the Go-Live Preparation Phase, the IMMS Team will help the District get ready for implementation by meeting with your District's management, region, and field staff to inform them about IMMS, installing the IMMS computer software on users' computers, and scheduling users for training.

The Go-Live Phase takes approximately two months, as end-users are trained and begin to use IMMS. During the Post-Implementation Phase, the IMMS Help Desk will provide ongoing business and technical support for all users.

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